

Visual Arts

National Endowment
for the Arts



Fiscal Year 1978

The National Endowment for the Arts is an independent agency of the Federal Government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the 26 Presidentially-appointed members of the National Council on the Arts.

The Visual Arts Program is one of twelve major Program areas. Information about the Endowment and its other Programs is contained in the Endowment's Guide to Programs which is available from the Program Information Office, National Endowment for the Arts, Washington, D.C. 20506. Visual Arts applicants may be especially interested in the Expansion Arts, Education, Museum, Special Projects and Public Media Programs.

December 1976

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Introduction

These guidelines aim to assist individuals and organizations applying to the Visual Arts Program and to provide the information needed by advisory panels to make their recommendations to the National Council on the Arts and its Chairman.

The Visual Arts Program provides assistance:

- through fellowships to painters, sculptors, photographers, craftsmen, video artists, printmakers, and critics;
- for the commissioning and purchase of works of art for public places;
- to workshops and alternative exhibition spaces;
- for organizing photography or crafts exhibitions in museums and other institutions, and for publishing accompanying catalogues;
- for photography surveys and publications;
- for services to the field;
- for short-term residencies by artists, critics, photographers and craftsmen in educational and cultural institutions, and other appropriate situations;
- to craftsmen for the hiring of apprentices;
- to performing arts groups for the design of posters, sets, and costumes by artists.

Application Deadline Calendar

Grant Category	Deadlines	Announcement of Rejection or Grant Award	Project Beginning Date
Crafts Exhibition Aid	September 30, 1977	April 1978	May 1978
Crafts Workshops	September 30, 1977	April 1978	May 1978
Craftsmen's Apprenticeships	September 30, 1977	April 1978	May 1978
Art Critics' Fellowships	May 1, 1977	January 1978	February 1978
Artists' Fellowships (includes printmaking and drawing)	October 14, 1977	August 1978	September 1978
Craftsmen's Fellowships	December 20, 1977	July 1978	August 1978
Photographers' Fellowships	April 1, 1977	January 1978	February 1978
Photography Exhibition Aid	January 16, 1978	June 1978	July 1978
Photography Publications	January 16, 1978	June 1978	July 1978
Photography Surveys	January 16, 1978	June 1978	July 1978
Works of Art in Public Places, Category I and Category II	September 1, 1977	April 1978	May 1978
Workshops/Alternative Spaces	September 30, 1977	April 1978	May 1978
Services to the Field	December 1, 1977	June 1978	July 1978
Visual Arts in the Performing Arts	January 2, 1978	June 1978	July 1978
Artists, Critics, Photographers, and Craftsmen in Residence	Applications are accepted and reviewed throughout the year.		
United States/United Kingdom Bicentennial Exchange Fellowships	US/UK Fellowship applicants are required to apply under the appropriate Fellowship category above.		

Painting, Sculpture, and Printmaking

Artists' Fellowships

To enable artists to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Painters, sculptors, printmakers, conceptual artists, artists specializing in drawing, and performance and video artists working within a visual arts context. Artists of any age or aesthetic persuasion may apply. (Students are not eligible.)

Grant Amount

\$7,500

(The panel may also recommend a limited number of \$10,000 and \$3,000 fellowships.)

Deadline and Announcement Dates

Applications must be postmarked no later than October 14, 1977. Applicants should not anticipate notification of awards or rejections before August 1978.

Projects should not be scheduled to begin before September 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 23-24 and complete the forms entitled Individual Fellowship Grant Application NEA-2 (Rev.). In addition, complete the white card and return it with your application.

Not more than seven slides of your work should be submitted. See page 18 for detailed instructions concerning slide submission. Recent work should be emphasized. When surface is an important concern, a close-up view should accompany a slide of the complete work. Applicants may supplement their application with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. *Slides and other documentation will not be*

returned. Artists should retain original slides and have duplicates made for submission to the Visual Arts Program.

Conceptual and performance work should be appropriately documented. Video artists should send at least one videotape of their work (only half-inch and three-quarter inch tapes will be reviewed). Any tape submitted must be suitable for single monitor presentation. Video tapes will be returned. (While every effort will be made to insure safe handling of video tapes, the Endowment will not be responsible for any loss or damage.

Applications which are not accompanied by slides or appropriate documentation are considered incomplete and will not be reviewed.

While fellowships are not made for specific projects, but to buy time and/or materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Workshops/Alternative Spaces

To support workshops and alternative spaces. The program is designed to encourage artists to devise modes of working together and to test new ideas.

Eligibility

For the purposes of this program, a "workshop" is defined as a place with facilities where a group of artists who share common aesthetic and technical interests come together to produce works of art in a situation in which they derive stimulation from each other's presence and ideas.

An "alternative space" is a place, often initiated and maintained by artists, where work that usually would not be seen in commercial galleries or museums is exhibited for artists and their public.

1. Workshops and alternative spaces may be independent or attached to museums, universities, or art schools. In the case of the last two, while students may benefit, the emphasis must be on work by practicing professional artists.

2. Generally, workshops and alternative spaces must have been in existence for at least one year.

3. Both workshops and alternative spaces are for the benefit of practicing professional artists. Amateur or adult education groups are not eligible.

4. Applicants or their sponsoring organizations must be tax exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Photography

Grant Amounts

Grants usually will not exceed \$15,000 and will be made on a matching basis.

Deadline and Announcement Dates

Applications must be postmarked no later than September 30, 1977.

Applicants should not anticipate notification of awards or rejections before April 1978.

Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3. (Rev.). In addition, complete the white card and return it with your application.

Note

Workshop applications will not be considered by the panel unless biographies of the artists involved in the workshop and five slides of each artist's work are included. In the case of photography workshops, prints should be submitted.

Applications for Alternative Spaces must include a list of the exhibitions presented in the previous year, any available catalogues or brochures, and examples in the form of slides of works exhibited.

See page 18 for detailed instructions concerning slide submissions. Slides will not be returned.

Photographers' Fellowships

To enable photographers to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Still photographers of exceptional talent of any age or aesthetic persuasion. (Students are not eligible.)

Grant Amount

\$7,500

Deadline and Announcement Date

Applications must be postmarked no later than April 1, 1977.

Applicants should not anticipate notification of awards or rejections before January 1978.

Projects should not be scheduled to begin before February 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions given on pages 23-24 and complete the forms entitled Individual Fellowship Grant Application NEA-2 (Rev.). In addition, complete the white card and return it with your application.

Up to ten photographs and/or slides should be submitted with your application and will be returned. Recent work should be emphasized. (See page 18 for detailed instructions concerning slide submission.)

While every effort will be made to insure safe handling of portfolios, the Endowment will not be responsible for any loss or damage. We urge you to exercise extreme care in packaging and labeling all materials sent through the mail. Your name, address, and the date of the work must appear on the back of each photograph submitted. Because of difficulties in handling, it is requested that the dimensions of work submitted, including mat, not exceed 16" x 20". In all cases, please avoid using crates or excessively large boxes for mailing portfolios. Framed photographs will not be accepted.

Applications which are not accompanied by photographs or slides are incomplete and will not be reviewed.

Applicants may supplement their applications, if they wish, with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work.

While fellowships are not made for specific projects but to buy time and/or materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Photography Exhibition Aid

To bring photography exhibitions of contemporary and/or historical significance to the public in a variety of appropriate situations.

Eligibility

Universities, museums, state historical organizations, state arts agencies, community centers, libraries, prisons, and smaller nonprofit photography organizations.

Grant Amounts

Matching grants normally will not exceed \$15,000 for major exhibitions and \$7,500 for other projects.

Deadline and Announcement Dates

Applications must be postmarked no later than January 16, 1978.

Applicants should not anticipate notification of awards or rejections before June 1978.

Projects should not be scheduled to begin before July 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with the application.

All applicants should indicate the number of photographs to be exhibited; whether the exhibition will be circulated to other institutions; and the professional qualifications of those responsible for organizing the exhibition.

Applications for exhibitions which will present the work of anonymous or unknown artists of historical significance, or little-known contemporary photographers, must be accompanied by five to ten slides or copy prints, which will be returned.

Since catalogues provide a valuable photographic record, are works of art in themselves, and often contain essays of importance, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be submitted with the application. Also include: size, number of pages, number of reproductions, number to be printed, and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.

Smaller nonprofit organizations are mentioned above. Special consideration will be given to such organizations attempting to advance the public's knowledge and awareness of outstanding contemporary photography.

Photography Publications

To assist the publication of outstanding works of historical and/or contemporary significance in photography; and to provide an appropriate context for reproduction of photographs, publication of research, criticism, and essays on photography, and documentation of the work of little-known photographers of historical significance.

Photography Publications is not intended to support periodicals, research projects, or technical investigations. However, completed research and the results of technical investigations, ready for publication, will be eligible.

Note:

Requests for support for exhibition catalogues are considered under Photography Exhibition Aid on page 3.

Eligibility

Nonprofit publishing organizations, museums, educational institutions, university presses, historical archives, and other tax-exempt organizations. This category is not open to applications from individuals.

Grant Amounts

Matching grants up to \$20,000.

Deadline and Announcement Dates

Applications must be postmarked no later than January 16, 1978.

Applicants should not anticipate notification of awards or rejections before June 1978.

Projects should not be scheduled to begin before July 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

A breakdown of the publication budget and specifications should be submitted with the application and should include: physical dimensions, number of pages, number to be printed, anticipated income from sales of the publication, content (number of reproductions and description of text), and professional qualifications of those responsible for developing the publication. When available, examples of previously completed publications should also accompany the application.

The application should indicate the methods by which the proposed publication will reach its intended audience.

Final Reports

Fifteen copies of the final publication must be sent to the National Endowment for the Arts as part of the final report.

Photography Surveys

To encourage state and regional photography surveys; to bring resulting work to the public through exhibitions and/or publications; and to preserve resulting visual records in appropriate institutions.

Survey projects will be considered which:

1. commission photographers to document contemporary life and culture in a state or region;
2. are designed to reveal, through existing photographs, aspects of the history of a state or region;
3. combine newly commissioned, contemporary, and historical photographs in one project.

Eligibility

Matching grants will be awarded to nonprofit, tax-exempt educational institutions, museums, historical organizations, archives, libraries, state arts agencies, and other state and local government agencies capable of satisfying the archival goals of this program.

Photographers wishing to collaborate on a project should secure the official sponsorship of a nonprofit, tax-exempt organization. The sponsoring organization must submit the formal application.

Grant Amounts

Matching grants of up to \$25,000 will be awarded for photographers' time, travel, and materials during the period in which the survey is being undertaken; for research expenses; and for exhibition and/or publication costs.

Deadline and Announcement Dates

Applications must be postmarked no later than January 16, 1978.

Applicants should not anticipate notification of awards or rejections before June 1978.

Projects should not be scheduled to begin before July 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

On the application form under "IV. Summary of Project Description," applicants must submit a project summary which adequately describes the purpose and scope of the survey project, including the methods by which completed surveys will be brought before the public, i.e., publications, or exhibitions and their accompanying catalogues. In addition, applicants should indicate the institution on the state or local level in which the completed survey will be preserved and kept available for public use. If more space is needed than is provided on the application form, please include not more than one (8½" x 11") sheet for these purposes.

Applications for projects that will involve commissioning new photographs or will make use of existing work by contemporary photographers should include 5-10 examples of work by each photographer. Applications for surveys of an historical nature should be accompanied by 10-20 slides or copy prints from the collections under study. All submitted work will be returned. An outline of the qualifications of all professionals to be involved in the project, such as photographers, curators, and historians, should be submitted with the application.

Note:

No photographs should be released for publication until after the project of which they are a part is completed.

Final Reports

Twenty-five copies of all catalogues or publications resulting from survey projects should be sent to the National Endowment for the Arts as one portion of the final report.

When photographers are commissioned to produce new work, one original copy of the final edited survey should be submitted with the final report, and should also be submitted to the institution on the state or local level responsible for preserving the completed survey. In addition, if the survey project involves already existing contemporary or historical photographs, copy prints of this material, when available, should also be submitted both with the final report, and to the institution on the state or local level responsible for preserving the completed survey. Thus, survey projects completed under this program category will be stored both locally, and in a central, national repository.

Note:

When photographers are commissioned to produce new work, dual ownership of reproduction rights by the photographer and sponsoring institution is advised. At its expense, the sponsoring institution should obtain copy negatives of each photograph in the final, edited survey, in order to assure broad public accessibility and use of photographs produced under photography survey projects.

Crafts

Workshops/Alternative Spaces

Photography workshops and other organizations conducting photography programs are eligible to apply under the Workshops/Alternative Spaces Program. For guidelines and instructions for applying, see page 2.

Craftsmen's Fellowships

To enable craftsmen to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Professional craftsmen of exceptional talent and demonstrated ability—glassblowers, metalsmiths, potters, weavers, woodworkers, etcetera—of any age or aesthetic persuasion. (Students are not eligible.)

Grant Amount

\$7,500

Deadline and Announcement Dates

Applications must be postmarked no later than December 20, 1977.

Applicants should not anticipate notification of awards or rejections before July 1978.

Projects should not be scheduled to begin before August 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions given on pages 23-24 and complete the forms entitled Individual Fellowship Grant Application NEA-2 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and the white card and return them with your application.

Not more than seven slides of your work should be submitted. Please read page 18 for detailed instructions concerning slide submission.

Applicants may supplement their application, if they so wish, with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent works.

Slides and other documentation will not be returned. Artists should retain original slides and have duplicates made for submission to the Visual Arts Program.

While fellowships are not made for specific projects, but to buy time and materials, the Craftsmen's Fellowship Advisory Panel would be interested in reading a short statement regarding your work or intended project. This statement should be typed on one side only of an 8½" x 11" sheet and attached to your application. The purpose of this short statement or description of proposed activity is to enable the panelists to understand your work better as they view the slides.

Crafts Exhibition Aid

To bring crafts exhibitions of contemporary and/or historical importance to the public. Such exhibitions should further the understanding and appreciation of crafts.

Eligibility

Universities, museums, community art centers, state arts agencies, crafts associations, and other nonprofit organizations.

Project Examples

Examples of exhibitions that might qualify for support include, but are not limited to, the following:

1. exhibitions that explore a specific theme;
2. community-oriented exhibitions that bring works of high quality professional craftsmanship to regions that normally do not have access to such work;
3. crafts exhibitions that are coordinated with crafts workshops.

Grant Amounts

Matching grants up to \$15,000 for major exhibitions and up to \$7,500 for other projects.

Deadline and Announcement Dates

Applications must be postmarked no later than September 30, 1977. Applicants should not anticipate notification of awards or rejections before April 1978.

Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and the white card, and return them with your application. Evidence of ability to carry through the planned exhibition must be supplied. Institutions, museums and universities should supply budgets or previous exhibitions as a guideline to funding.

All applications must supply the following information:

1. name of place(s) exhibition is to be held; if funds are requested to travel the exhibition, the itinerary of the exhibition should be supplied;
2. name and curriculum vitae of persons responsible for organizing the exhibition;
3. name and curriculum vitae of persons preparing the catalogue;
4. number of works;
5. names of the craftsmen whose works will be on display; if names are not known, information on the method of selection should be provided; if jurors are used, they should be named;
6. catalogues from previous exhibitions, if available.

Since catalogues are a valuable documentation of an exhibition, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be included in your application. Also include: size, number of pages, reproductions, kind of paper and cover, number to be printed, and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.

Note:

Grant funds may not be used for purchase awards or for the purchase of works for a permanent collection.

Craftsmen Apprenticeships

To enable master craftsmen to engage apprentices to impart their skills to the apprentices, who in turn assist them at their work.

Eligibility

Master craftsmen of demonstrated ability in such media as ceramics, glass, metal, textiles, and wood may apply for a grant to engage an apprentice.

Master craftsmen applying to this program should have an established reputation among their peers in the field.

Apprentices may not apply.

Apprenticeships are divided into two categories:

Category I: An individual master craftsman may apply for only one apprentice. No matching funds are required.

Category II: Nonprofit, tax-exempt organizations (such as schools, art centers, or crafts workshops) may apply for up to five apprentices. Matching funds are required.

Grant Amounts

\$3,500 per apprentice. This sum should be passed to the apprentice in a way agreed upon by the master craftsman and apprentice. It is suggested that equal monthly stipends be arranged. The apprentice is responsible for his own living expenses. In the case of grants directly to a master craftsman, \$500 should be retained by the master craftsman to pay for his administrative expenses.

Deadline and Announcement Dates

Applications must be postmarked no later than September 30, 1977. Applicants should not anticipate notification of awards or rejections before April 1978. Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Master craftsmen are required to select their own apprentices; the name of the proposed apprentice should be given in the application. Apprentices should have exhibited professional aptitude in their respective craft. Master craftsmen must have adequate facilities (e.g. a workshop-sized studio) to accommodate a second working professional.

Master craftsmen should submit not less than seven slides of their own work and biographical data on themselves and their apprentices. (See page 18 for instructions on slide submission. Slides will not be returned.) The applicant also should provide a brief description of how both the master craftsman and the apprentice will work together and benefit from this association. An evaluation should be sent to the Endowment by the master craftsman and the apprentice at the end of the apprenticeship period.

Category I: Individual master craftsmen applying for apprentice aid should complete Individual Grant Application NEA-2 (Rev.), and attach a description of the project on one 8½" x 11" sheet. In addition, complete the Crafts Supplementary Information Sheet and the white card and return them with the application.

Category II: Organizations applying for apprentice aid should complete the Project Grant Application NEA-3 (Rev.), complete the Crafts Supplementary Information Sheet and the white card and return them with the application.

Note:

Advice concerning local minimum wage requirements and whether an apprentice is considered an employee for purposes of federal and state employment taxes, including tax withholding on wages, should be sought from state and federal labor offices and the Internal Revenue Service.

Master Craftsman-Apprentice Relationship

It is the intent and understanding of the National Endowment for the Arts that the master craftsman-apprentice relationship will be structured in accordance with the following criteria:

1. The training, even though it includes actual operation of the facilities of the master craftsman, is similar to that which would be given in a vocational school or academic institution.
 2. The training is for the benefit of the apprentice trainees.
 3. The apprentice trainee does not displace regular employees, but works under their close observation.
 4. The master craftsman who provides the training derives no immediate advantage from the activities of the apprentice trainee; and, on occasion, his operations may actually be impeded.
 5. The apprentice trainee is not necessarily entitled to a job at the conclusion of the training (grant) period.
 6. The master craftsman and the apprentice trainee understand that the apprentice trainee, while receiving a stipend for living expenses, is not entitled to wages for the time spent in training under this grant.
- The master craftsman should apprise the apprentice of these six points.

Crafts Workshops

To assist the production of new work by craftsmen of exceptional talent. The program encourages artists to test ideas and media, and to devise modes of working together.

Eligibility

A "crafts workshop" is defined here as a place with facilities where a group of craftsmen who share common aesthetic and/or technical interests come together for the purpose of making crafts in a situation in which they derive stimulation from each other's presence and ideas. Generally, these workshops are expected to be intensive, short-term experiences with a specific project or theme. Regular educational curricula (including summer school curricula) will not be funded. The purpose of this grant category is to assist workshops which are outside the regular activities of the applicant organization or institution.

Applicants should have demonstrated the highest standards of professional ability. Although students may participate in these workshops, they are primarily for the benefit of professionals in the field.

1. Crafts workshops may be independent or may be attached to schools, parks, prisons, museums, universities, art schools, and community art centers.

2. Generally, organizations and institutions applying for Crafts Workshop assistance must have been in existence for at least one year.

3. Crafts Workshops applicants or their sponsoring organizations must be tax-exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Grant Amounts

Grants usually will not exceed \$15,000 and will be made on a matching basis.

Works of Art in Public Places

Deadline and Announcement Dates

Applications must be postmarked no later than September 30, 1977. Applicants should not anticipate notification of awards or rejections before April 1978.

Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions given on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and the white card and return them with the application. The application will not be considered unless biographies of the craftsmen involved in the workshop and five slides of each craftsman's work are included. See page 18 for detailed instructions on slide submission. Slides will not be returned.

Grant funds requested should be for the support of workshop activities for not more than one year starting June 1978.

To give the public access to the best contemporary art in public situations outside museum walls. Proposals will be considered for art in plazas, airports, subways, highways, and other appropriate exterior or interior spaces. Applicants are encouraged to approach creatively the wide range of possibilities for art in public situations.

Privately owned land may be used as a site, if such land is either under lease to local governments for public purposes, or is what may reasonably be considered as a "public area," i.e., an area to which the general public has free and unimpeded access, as in the case of a housing development or university complex.

The Endowment intends that the work of art will contribute to the public's enjoyment, education, and enlightenment; that it will create a favorable climate for the reception of all the arts; that it will stimulate an effective partnership between cities, states, private institutions, the private sector, and the Federal Government; and that a distinguished heritage of public art will be passed on to future generations.

Works of art may be in any one of the following media: sculpture, painting and photography murals, and crafts (ceramic murals and works in fiber). The art should be appropriate both for its immediate site and for the general environment in which it is to be placed.

Matching funds are required for all Works of Art in Public Places projects. The Endowment recommends that the local funds be raised on as wide a base as is possible for each project. It is the Endowment's experience that successful projects require strong local support—both financial and administrative—from an aesthetically sophisticated group.

The Works of Art in Public Places Program consists of two funding categories, each administered differently and each responding to different needs. Category I aims to provide opportunities, challenges, and employment for living American artists of exceptional talent and national significance. Category II is intended primarily to support and encourage living American artists of exceptional talent and regional or national significance.

Category I: Major Commissions

Eligibility

Cities, towns, and other nonfederal governmental units; universities and nonprofit tax-exempt private groups; state arts agencies.

Grant Amounts

Sculpture: over \$25,000 and up to \$50,000 (matching).

Paintings designed for specific interior sites: over \$25,000 and up to \$50,000 (matching).

Deadline and Announcement Dates

Applications must be postmarked no later than September 1, 1977. Applicants should not anticipate notification of awards or rejections before April 1978.

Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

Endowment and matching funds should be allocated for and limited to the artist's fee, fabrication costs for the work, the cost of transporting the work to the site, and the dealer's fee, if applicable. (Note: The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealers' fees not exceed ten percent of the artist's fees, after manufacture or cost of the work is subtracted.)

Additional costs such as site preparation, staff salaries, staff travel, and administrative expenses will be borne by the applicant. Although these costs will not be considered part of the matching funds, they should be included in the budget in order to indicate actual total project costs.

The following information should be attached to the application on a separate sheet (it should not be part of "IV. Summary of Project Description" on the application form):

1. names of artists who might be suggested to the on-site panel for consideration (see "Procedure for Selection of Artist");

2. biographies of the three panelists appointed by the applicant (see "Procedure for Selection of Artist");

3. photographs (35mm slides and/or 8" x 10" black and white) of the immediate site taken from several angles, and a photograph of the general environment in which the work of art is to be placed; visual materials will not be returned;

4. evidence of ability to raise matching funds;

5. measures which will be taken to insure community support. The Visual Arts Program must be notified immediately should there be a change of Authorizing Official or Project Director.

Procedure for Selection of Artist

After approval of a grant, the grantee should appoint three individuals with knowledge of the local community and of contemporary art to a selection panel. The Endowment also will appoint three nationally recognized experts to this panel, and the six will meet at the proposed site to select the artist to be commissioned. The expenses for the panel meeting will be borne by the grantee and include travel costs, a per diem allowance and an honorarium for each panelist appointed by the Endowment.

While the selection panel is, of course, free to come to what it considers an appropriate decision, the National Council suggests that the panel keep in mind that opportunities for younger and mid-career artists in the public art area are limited and should, if possible, be encouraged.

It is a condition of all Group I grants that no form of competition be held. In the event that a previously held competition has produced names of artists, it is a condition of the grant that their names, while they may be presented at the panel meeting, are in no way binding on the panel.

After the artist has been chosen, the grantee should contact the artist and request a model of the project for submission to the local members of the selection panel for their approval. The National Council on the Arts also will have the option to review the model. Contractual arrangements should be worked out between the grantee and the artist.

Note:

- Applicants are encouraged to contact the Visual Arts Program to discuss their proposal prior to making formal application. At the applicant's request the Endowment will suggest sources of information and consultants to advise on the applicant's needs.
- Applicants may wish to familiarize themselves with the grant guidelines for the Endowment's Architecture and Environmental Arts Program as they pertain to cultural projects in urban environments.

Category II: Work for Direct Purchase and Smaller Commissions

Eligibility

Cities, towns, and other nonfederal governmental units; universities and nonprofit tax-exempt private groups; state arts agencies.

Although individual artists may not apply directly, they may wish to communicate their interest in this program to a community, university, or state arts agency.

Grant Amounts

Sculpture, painting, photography and crafts: up to \$25,000 (matching).

Deadline and Announcement Dates

Applications must be postmarked no later than September 1, 1977.

Applicants should not anticipate notification of awards or rejections before April 1978.

General Programs

Projects should not be scheduled to begin before May 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

Applicants should propose to the Endowment an artist whose work they intend to commission or a particular work they would like to purchase for an appropriate site. The names and titles of those responsible for the selection of the artist or work of art and a description of the selection process must accompany the application. Small projects intended to provide opportunities for younger artists will be considered in this category.

For purchased works, Endowment and matching funds should be allocated for and limited to the purchase of the work and, when necessary, the cost of transporting the work to the site.

For commissioned works, funds are to cover the artist's fee, fabrication costs for the work, the cost of transporting the work to the site and the dealer's fee, if applicable. (Note: The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealers' fees not exceed ten percent of the artist's fee, after manufacture or cost of the work is subtracted.)

Additional costs such as site preparation, staff salaries, staff travel and administrative expenses should be borne by the applicant. Although these costs will not be considered part of the match, they should be reflected in the budget in order to indicate actual total project costs.

Applications for direct purchase of works must be accompanied by:

1. photographs (35mm slides and/or 8" x 10" black and white) of the immediate site taken from several angles;
 2. a photograph of the work and five slides of past work by the artist;
 3. a composite photograph including the work, in proper scale, as it would look on site;
 4. a brief biography of the artist.
- Applications for smaller commissions must be accompanied by:

1. photographs (35mm slides and/or 8" x 10" black-and-white) of the immediate site taken from several angles;
2. a brief biography of the artist;
3. five slides of recently completed work by the artist.

The Visual Arts Program must be notified immediately should there be a change of Authorizing Official or Project Director.

Incomplete applications will not be submitted to the advisory committee for review.

Note:

- Applicants are encouraged to contact the Visual Arts Program to discuss their proposal prior to making formal application. At the applicant's request the Endowment will suggest sources of information and consultants to advise on the applicant's needs.
- Applicants may wish to familiarize themselves with the grant guidelines for the Endowment's Architecture and Environmental Arts Program as they pertain to cultural projects in urban environments.

Art Critics' Fellowships

To enable art critics to set aside time to pursue a specific project that is not feasible in their present circumstances. Smaller fellowships for travel also will be made to critics to expand their knowledge of the current art scene outside their own region.

Eligibility

Art, crafts, photography and experimental film critics of exceptional talent and accomplishment who are published regularly. For the purposes of this program, criticism is defined as the investigation, evaluation, and exposition of contemporary or recent art. Historians of art whose concerns are primarily scholarly should apply for funding to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506.

Grant Amounts

Critics may apply for either, but not both of the fellowship amounts below:

- \$5,000—for specific projects (which may include necessary travel expenses);
- \$1,000—for travel outside the region in which they reside to broaden their general knowledge of the field.

Deadline and Announcement Dates

Applications must be postmarked no later than May 1, 1977. Applicants should not anticipate notification of awards or rejections before January 1978.

Projects should not be scheduled to begin before February 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Please review the instructions given on pages 23-24 and complete the forms entitled Individual Fellowship Grant Application NEA-2 (Rev.). In addition, complete the white card and return it with your application. Critics involved in crafts projects should also complete and return the Crafts Supplementary Information Sheet on page 45.

Please include not more than two articles or essays, neither exceeding 5,000 words. We request that you provide six copies of each article. Copies should be clear and legible. (Articles will not be returned.) Interviews should not be submitted. Please indicate on a sheet (8½" x 11") the specific project you would undertake should you receive a fellowship. Applicants for travel fellowships should indicate the city or cities they wish to visit.

Artists, Critics, Photographers and Craftsmen in Residence

To make it possible for art schools, university art departments and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct and stimulate students and faculty while practicing their professions. The Visual Arts Program believes that such circulation of professionals of exceptional talent benefits the students, the faculty, and the visiting artists.

Institutions select the artist, critic, photographer or craftsman of their choice and work out a mutually acceptable schedule of activities emphasizing contact with students. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable: for instance, making the evolution of a work of art itself the teaching situation or engaging the students as assistants in some project or process.

Eligibility

Although this program category is aimed primarily at art schools and university art departments, other organizations such as museums, cities, state arts agencies, parks and community centers also may apply.

Grant Amounts

Grants usually will not exceed \$1,500 and will be made on a matching basis. Project budgets generally should include only artist's fees and transportation to the site of the residency at the start of the project and return home.

Deadline and Announcement Dates

Applications for this program are accepted and grants are made throughout the year. However, applications must be received six months before the planned residency will begin.

Application Procedure

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application. Organizations that intend to place a craftsman in residence should also complete the Crafts Supplementary Information Sheet on page 45. Applications should include a biography and five slides (where applicable) of the work of each intended participant. (See page 18 for detailed instructions on slide submission. Slides will not be returned.) Incomplete applications will not be considered.

Services to the Field

To assist organizations, artists' groups, and individuals providing services to artists. Applicants are urged to consider the entire scope of the artists' needs and to interpret the program category broadly and innovatively. Applicants must indicate the methods by which the results of research will be made available to the field.

Eligibility

Nonprofit, tax-exempt organizations interested in providing services to visual artists, photographers, and craftsmen. (Established research facilities and other institutions not directly engaged in art activity are encouraged to apply.) Grants also will be made to individuals providing services that are not being undertaken by existing organizations.

Project Examples

Examples of projects that might qualify for support include, but are not limited to the following:

1. dissemination of information through directories and documentation;
2. technical research into old and new media;
3. services informing, or providing protection for, artists in such areas as medical, disability and life insurance; tax regulations; legal rights pertaining to contract negotiations and copyright laws; investigations of artists' materials and media with regard to health and safety;
4. instruction for artists in the care and handling, storage, shipping and insurance of their own works of art;
5. alternative publications that serve a particular region, aesthetic, or need, and contribute to the national dialogue on contemporary art. Applications should be accompanied by examples of previously published material. Individuals may not apply.

Grant Amounts

Grants generally will not exceed \$10,000 and in the case of organizations

will be made on a matching basis. Grants to individuals do not require matching funds.

Deadline and Announcement Dates

Applications must be postmarked no later than December 1, 1977. Applicants should not anticipate notification of awards or rejections before June 1978.

Projects should not be scheduled to begin before July 1978 and should be carried out during the succeeding twelve months.

Application Procedure

Organizations should review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). Individuals should review the instructions on pages 23-24 and complete the forms entitled Individual Grant Application NEA-2 (Rev.) attaching a brief description of the project on one (8½" x 11") sheet. In addition, complete the white card and return it with your application. If your project involves crafts, complete the Crafts Supplementary Information Sheet on page 45.

Visual Arts in the Performing Arts

To make visual artists available to performing arts groups. (Professional stage and costume designers are not eligible.)

Funds will be available to performing arts groups that wish to engage the services of artists of exceptional talent in three areas:

1. Design of sets of theatrical, operatic, and dance performances.
2. Design of costumes for theatrical, operatic, and dance groups. Applications for sets and costumes may be combined.
3. Design of posters which publicize either a single production or season's schedule; a part of each poster project should be a signed edition; signed and unsigned posters may be sold for the benefit of the applicant organization.

Eligibility

Professional performing arts groups (dance companies, orchestras, opera companies, theatre companies). Although individual artists may not apply directly, they may wish to communicate their interest in this program to performing arts groups.

Grant Amounts

Up to \$5,000 (matching) for design of sets and costumes.

Up to \$1,500 (matching) for design of posters.

Although Endowment funds must be used for the artist's fee, matching funds may be used to defray costs of executing the artist's design.

Deadline and Announcement Dates

Applications must be postmarked no later than January 2, 1978. Applicants should not anticipate notification of awards or rejections before June 1978. Projects should not be scheduled to

**United States/United Kingdom
Bicentennial Exchange Fellowships**

begin before July 1978 and should be carried out during the succeeding twelve months.

Please review the instructions on pages 18-22 and complete the forms entitled Project Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application. Under section "IV. Summary of Project Description," include the specific artist and production(s) to be involved. The artist should be contacted by the company before the application is made. A letter from the artist stating his interest in undertaking the project should be included in the application. The application should also include a biography and five slides of the work of the artist to be involved in the project. (See page 18 for detailed instructions on slide submission.) Slides will not be returned.

Applicants are encouraged to contact the Visual Arts Program to discuss their proposal prior to making formal application. At the applicant's request, the Endowment will suggest sources of information and consultants to advise on artists appropriate to the applicant's needs.

Under an agreement between the governments of Great Britain and the United States, a total of five fellowships from among the visual arts and other disciplines for work and study in the United Kingdom will be awarded each year to mid-career American artists who show a clear potential to become leaders in their respective fields. A similar number of British artists will receive awards to pursue their disciplines in the United States. The program, administered jointly by the National Endowment for the Arts, the Department of State and the Arts Council of Great Britain, will continue through 1981.

US/UK Fellowships will normally be awarded for nine consecutive months in residence in the United Kingdom. Occasionally, US/UK Fellowships will be considered for not less than six consecutive months.

Fellowship grants of up to \$15,000 are available to enable artists to pursue their disciplines in the United Kingdom. Each fellow will receive a monthly stipend of \$1,600. Round-trip transportation will be provided for the fellow. Additional funds may also be made available for other extraordinary expenses directly associated with the fellowship. There is no matching requirement.

Artists applying under any Visual Arts Program fellowship category will automatically be eligible for consideration for a US/UK Fellowship. Please follow application procedures for Visual Arts fellowship programs; page 2 (artists), page 6 (craftsmen), and page 3 (photographers).

The Visual Arts Program fellowship advisory panels will recommend one or two artists in each fellowship category for consideration by the American Selection Committee.

Only recommended artists will be notified. This notification will follow the same time schedule as the announcement dates of each of the fellowship programs. A representative of the American Selection Committee will write to recommended artists to obtain additional information.

Recommendation for a US/UK Fellowship will not affect your application for a Visual Arts Program Fellowship.

For further information please contact the Office of Special Projects, National Endowment for the Arts, Washington, D.C. 20506, Tel.: 202-634-6020.

Challenge Grants

Eligibility—General

Contingent on receipt of appropriations, the Arts Endowment is planning a program of Challenge Grants. The purpose of these grants is to encourage cultural organizations to project and implement realistic plans for securing new and increased sources of continuing support and to assess their long-range goals.

Challenge Grants will be available to cultural institutions or groups of cultural institutions that have demonstrated a commitment to aesthetic quality and have programs of national or regional impact. It is expected that most recipients of Challenge Grants will also be grantees of other Programs of the Arts Endowment.

These grants will be awarded on a minimum 3-to-1 matching basis with each federal dollar generating at least three new and/or increased dollars from other sources. Grants are awarded on a one-time basis but may cover a period of up to three years.

The specific use of the Challenge Grant and matching funds is primarily at the discretion of the grantee. Possible uses of Challenge Grants are:

- to meet increased operating costs;
- to help eliminate accumulated debts;
- to initiate or augment a cash reserve or an endowment fund;
- to provide capital improvements for cultural facilities;
- to assist a special one-time project which shows clearly that it will contribute to the basic strengthening of the grantee, and will have a beneficial impact on generating continued contributions from new and/or increased sources.

More detailed information may be obtained by writing: Challenge Grants, National Endowment for the Arts, Washington, D.C. 20506.

For Individuals

By statute, individuals must be of exceptional talent to qualify for grants from the Endowment. Ordinarily, grants are made only to U.S. citizens or permanent residents of the United States. Students are not eligible.

For Organizations

By statute, the National Endowment for the Arts is limited to the support of organizations which meet the following criteria:

1. Organizations in which no part of net earnings inures to the benefit of a private stockholder or individual and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the Internal Revenue Service Determination letter for tax-exempt status (under Section 501) must be submitted with each application.

2. Organizations receiving National Endowment for the Arts support must conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, which bar discrimination in federally assisted projects on the basis of race, color, national origin or handicap. Individuals or organizations receiving support from the National Endowment for the Arts who will be making payments for services to any person other than the grantee must comply with these requirements. Such

guarantees are required to file with the Grants Office an Assurance of Compliance Form. The form on page 43 may be removed and completed for this purpose.

3. Organizations which compensate all professional performers, related or supporting professional personnel, laborers and mechanics on the basis of negotiated agreements which would satisfy the requirements of Parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, or the equivalent thereto as recognized by the appropriate union, for the duration of any projects supported in whole or in part by the National Endowment for the Arts.

Methods of Funding

For Individuals

Fellowships are made to individuals on a non-matching basis.

For Organizations

Program Funds Method

Generally, grants will be made on at least a dollar-for-dollar matching basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on Project Grant Application NEA-3 (Rev.) that at least one-half of the total cost of the project will be provided by the applicant. Anticipated source of matching must be identified. Budgeted funds, as well as newly raised funds, may be used for matching in all programs.

Example:

If an applicant requests from the Endowment	\$30,000
Then applicant lists match of at least	\$30,000
<hr/>	
And total project budget reflects at least	\$60,000

Treasury Fund Method

When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other nonfederal sources of funding for the arts. Designed to encourage and stimulate increased private funding for the arts, the Treasury Fund allows nonfederal contributors to

join the Endowment in the grant-making process, generally for projects supported by the Endowment under the established program guidelines.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Gifts to the Endowment are generally deductible for federal income, estate, and gift tax purposes.

Gifts may be made to the Endowment for the support of a non-profit, tax-exempt, cultural organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines—organizations such as a museum, a symphony orchestra, a dance, opera, or theatre company—or for an Endowment program, such as fellowships, touring, conferences, or workshops.

When a restricted gift is received, it frees an equal amount from the Treasury Fund, which is then made available to the grantee in accordance with the amount and conditions of the grant, as recommended by the National Council on the Arts and approved by the Chairman.

The Endowment also accepts unrestricted gifts to be used for projects recommended to the Chairman by the National Council on the Arts.

How a Treasury Fund Grant Is Arranged

Those interested in giving for a specific purpose should note the step-by-step process described below.

1. If a project is eligible for consideration under the Visual Arts Program guidelines the applicant submits to the Endowment a formal application, which may include a list of potential donors.

2. The application is reviewed first by the Visual Arts Advisory Panel and then by the National Council on the Arts and is recommended for approval or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.

3. If the grant award is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of a gift transmittal letter specifying the amount and restricted purpose of the donation (i.e., the name of the applicant and specific project supported), and date by which payment will be made to the grantee organization (see below).

Application Review Procedure

Handling Procedures

In order to simplify handling procedures for restricted donations which are to be matched by the Treasury Fund, grant recipients will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method, the following procedures apply:

1. Gift transmittal letter is received by the Endowment from donor with above specified information.

2. Upon receipt of payment on the gifts, grantee provides the Endowment with evidence of receipt of such payment as follows:

- In the case of individual gifts of less than \$5,000, grantee will forward to the Endowment a list of donors' names, addresses and amounts received, certified by an official of the organization and notarized.

- In the case of individual gifts of \$5,000 or more, grantee will forward to the Endowment, within the grant period, a photostatic copy of the instru-

ment of payment, i.e. the check or negotiable securities, with a covering letter.

3. In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit announcement circulars, invitations, posters, etcetera (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund) must be retained by grantee as evidence of donors' intent. In these cases, the grantee organization will forward to the Endowment, within the grant period, a notarized letter requesting release of the Treasury matching funds, signed by an appropriate official, certifying that the benefit was held on a specified date, yielded a specified sum for Treasury Fund gift purposes related to the grant in question, and that evidence of the benefit will be retained by grantee organization in its files.

4. In all cases, donors are to make payment on gifts at least 60 days prior to termination of the grant period, and grantee organizations will provide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

The Process in Terms of Money

\$ 25,000	Donor's contribution(s) to Endowment
25,000	Endowment match from the Treasury Fund
<hr/>	
\$ 50,000	Total Endowment grant
50,000	Grantee's additional project cost
<hr/>	
\$100,000	Minimum total budget of project

After an application with all the necessary information has been received, the following procedure occurs:

- The Endowment's Visual Arts staff, the Visual Arts Advisory Panels and the National Council on the Arts successively review the application.

- The applicant is then notified concerning final action taken by the Chairman of the Endowment.

Information regarding action taken on applications cannot be made available until after the groups listed above have made their recommendations and the Chairman of the Endowment has reached a final decision. Applicants are requested not to seek information on the status of their requests.

- When a grant letter has been received the grantee applies for partial or full payment depending on the nature and schedule of the project.

All inquiries in regard to the Visual Arts Program and application procedures for Visual Arts grants should be directed to:

Visual Arts Program
Mail Stop 501
National Endowment for the Arts
Washington, D.C. 20506
(202) 634-1566

Requirements for Submission of Slides	Final Reports	Application Instructions For Organizations
<p>All slides should be 35mm (suitable for carrousel projection) and must be placed in clear plastic sheets for easy handling. Do not submit glass slides. Please indicate on each slide casing:</p> <ul style="list-style-type: none">• name;• title of the work;• date;• medium;• dimension in inches (height preceding width preceding depth);• top of work; <p>Unless stated previously in the description of the grant category, materials submitted to the Endowment will not be returned. Applicants should retain original slides and have duplicates made for submission to the Visual Arts Program.</p>	<p>At the conclusion of the grant period, the Endowment requires final reports from all grantees. Complete instructions on final reporting will accompany the grant letter.</p> <p>Additional information, guidelines and application forms may be obtained from the Visual Arts Program, Mail Stop 501, National Endowment for the Arts, Washington, D.C. 20506 or call (202) 634-1566.</p>	<p>Organizations applying to the Endowment must use the forms entitled Project Grant Application NEA-3 (Rev.) printed on pages 25-36. All forms and Supplementary Information Sheets must be submitted in triplicate. Send applications with all supportive material and the white card insert to:</p> <p>Grants Office, Mail Stop 500, National Endowment for the Arts Washington, D.C. 20506</p> <p><i>Required Materials To Be Submitted with the Project Application Form</i></p> <ol style="list-style-type: none">1. Copy of Internal Revenue Service determination letter for tax-exempt status. Although this letter may have been submitted previously, it must be submitted with each application.2. Signed copy of the Assurance of Compliance with the Regulations of Civil Rights Act of 1964 form, if one has not been submitted to the Endowment, in connection with a grant award, during the last five years.3. Supplementary material required under the "Application Procedure" section of each category. <p>Instructions on how to complete the application form are detailed on the following pages.</p>

NEA 3 (Rev.)

OMB-128-R0001

I. **Applicant Organization** must provide assurance that (a) no part of its net earnings inures to the benefit of any private stockholder or stockholders or individual or individuals, and (b) donations to it are allowable as charitable contributions under the standards of subsection (c) of Section 170 of the Internal Revenue Code of 1954 as amended. The applicant organization's name as provided on the application form must be identical with the name of the organization provided in the IRS determination letter or in the official document identifying the applicant organization as a unit of either state or local government.

- Non-governmental applicants must attach to their applications a copy of their IRS determination letter.
- State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. (These documents will not be returned.)

Applicants must also provide assurance that they conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 by completing the form on page 43 and submitting it with the application. (If the applicant has filed an *Assurance of Compliance* with the Arts Endowment within the last five years, in connection with a grant award, it is not necessary to complete the Assurance form at this time.)

II. **Grant Category under Which Support Is Required.** Please indicate one of the following in the space provided. Multiple requests on one form will be returned.

Workshops/Alternative Spaces

(Artists or Photographers)

Photography Exhibition Aid

Photography Publications

Photography Surveys

Crafts Exhibition Aid

Craftsmen Apprenticeships—

Category II

Crafts Workshops

Works of Art in Public Places

Artists, Critics, Photographers, and

Craftsmen in Residence

Services to the Field

Visual Arts in the Performing Arts

Project Grant Application National Endowment for the Arts <small>Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506</small>		Visual Arts Program																						
I. Applicant organization (name and address with zip)	II. Visual Arts Program Category under which support is requested:																							
	III. Period of support requested <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">Starting</td> <td style="border-bottom: 1px solid black; width: 20%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> <td style="border-bottom: 1px solid black; width: 20%;">Ending</td> <td style="border-bottom: 1px solid black; width: 20%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">year</td> <td></td> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">year</td> <td></td> </tr> </table>		Starting				Ending				month	day	year		month	day	year							
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IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)																								
V. Estimated number of persons expected to benefit from this project																								
VI. Summary of estimated costs (recapitulation of budget items in Section IX) <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; font-size: small;">Total costs of project (rounded to nearest ten dollars)</td> </tr> <tr> <td>A. Direct costs</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Salaries and wages</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Fringe benefits</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Supplies and materials</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Travel</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Special</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Other</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">Total direct costs</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>B. Indirect costs</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Total project costs</td> <td style="text-align: right;">\$</td> </tr> </table>				Total costs of project (rounded to nearest ten dollars)	A. Direct costs	\$	Salaries and wages		Fringe benefits		Supplies and materials		Travel		Special		Other		Total direct costs	\$	B. Indirect costs	\$	Total project costs	\$
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Evaluation of prior year(s) projects <table style="display: inline-table; border: 1px solid black; text-align: center; width: 100px;"> <tr> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> </tr> </table> Pys \$ _____ Cps \$ _____ Audit report <table style="display: inline-table; border: 1px solid black; text-align: center; width: 50px;"> <tr> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> </tr> </table>			1	2	3	4	1	2																
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III. Period of Support Requested is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to a maximum of 12 months. A project should not begin before the starting date indicated on the Application Deadline Calendar (page 1).

IV. Summary of Project Description must be limited to the description of the project for which financial support is requested. The project description must be as clear and concise as possible, stating the intent and purposes of the proposal, and must be contained in the space provided. Project description should include where appropriate the names of key personnel. Applicants must indicate if they have received previous support from any Endowment

2. *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items, and items of expendable

A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. Revenues include all revenues regardless of source expected to be used on this project.

XI. State Arts Agency Notification urges each applicant to advise the state arts agency of his state that this application is being made. In the event the address of the state arts agency is unknown such information may be obtained from the Office of the Governor of the applicant's state.

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name, title, and telephone number of the authorizing official(s), project director, and payee under the signatures. In the case of universities, applications must be submitted under the signature of the appropriate authorizing official designated by the university.

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Signature _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Project director

Signature _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing

NEA 2 (Rev.)

OMB-128-ROO01

**Individual Grant Application
National Endowment for the Arts**Applications must be submitted in triplicate and mailed to the
Grants Office (Mail Stop 500) National Endowment for the Arts,
Washington, D.C. 20506**Visual Arts Program**

Category under which support is requested:

Name (last, first, middle initial)

U.S. Citizenship

Yes

No

Visa Number

Present mailing address/phone

Discipline or medium

Birth Date

Place of Birth

Permanent mailing address/phone

Period of support requested

Starting

month

day

year

Ending

month

day

year

"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with
my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts \$ _____ allocated as follows:

Time \$ _____

Travel \$ _____

Materials \$ _____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

For Individuals

Individuals applying to the Endowment must use the forms entitled Individual Grant Application NEA-2 (Rev.) printed on pages 37-42. Application forms must be submitted in triplicate.

Send applications with all supportive material and the white card insert to:

Grants Office, Mail Stop 500,
National Endowment for the Arts
Washington, D.C. 20506

**Required Materials To Be Submitted
with the Individual Application Form**

1. Signed copy of the Assurance of Compliance with the Regulations of Civil Rights Act of 1964 form, if payment for services will be made to any person other than the grantee. If one has been submitted to the Endowment in connection with a grant award during the last five years, it is not necessary to submit the Assurance form at this time.

2. Applicants must indicate if they have applied or expect to apply elsewhere for fellowships or other support for this same period and/or a similar purpose. The facts regarding such other application must be stated in an attachment to this application.

3. Supplementary material required under the "Application Procedure" section of each section of each category.

Taxability of Fellowships

The International Revenue Code regulations provide that certain fellowships to individuals who are not candidates for degrees are deductible, but only up to a certain amount and for a limited period of time.

A pamphlet, *Tax Information for American Scholars in the U.S. and Abroad*, Publication 520 of the Internal Revenue Service, will be supplied on request. Generally this booklet is available at any Internal Revenue Service office. The booklet might be helpful in preparing an application for a proposed fellowship.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue office.

Instructions on how to complete the application form follow.

1. Program Category under Which Support Is Requested. Please indicate the appropriate category:

Artists' Fellowships (includes print-making and drawing)

Photographers' Fellowships

Craftsmen's Fellowships

Craftsmen's Apprenticeships—

Category I

Art Critics' Fellowships

Services to the Field

2. Discipline or Medium: Please be specific. Applications are reviewed according to media or discipline (examples: video, conceptual, painting, ceramics, fibres, glass, etc.).

3. Period for Which Support Is Requested should be the time span during which the activity will occur. Consult the Application Deadline Calendar on page 1 for appropriate project beginning date.

4. Career Summary or Background.

A complete career summary is necessary.

Note

A project description is required for individuals applying under the Critics Fellowship Program, Services to the Field, and the Craftsmen Apprenticeship Program. Review the "Application Procedure" section of each category for specific information.

Education			
Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment			
Employer	Position/Occupation		Salary
Prizes/Honors received		Membership professional societies	
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant _____			Date _____

**Project Grant Application
National Endowment for the Arts**
Visual Arts Program

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail stop 500), National Endowment for the Arts,
Washington, D.C. 20506

I. Applicant organization
(name and address with zip)

II. Visual Arts Program
Category under which support is requested:

III. Period of support requested

Starting

month day year

Ending

month day year

IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Total costs of project
(rounded to nearest ten dollars)

Salaries and wages

Fringe benefits

Supplies and materials

Travel

Special

Other

Total direct costs

\$

B. Indirect costs

\$

Total project costs

\$

VII. Total amount requested from the National Endowment for the Arts

\$

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1.

\$

2.

\$

B. Revenues, grants & contributions

1.

\$

2.

\$

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$

Cps \$

Audit report

1

2

A. Direct costs

1. Salaries and wages

Number of personnel

	% of time devoted to this project
1. <i>Project description</i>	10
2. <i>Project objectives</i>	10
3. <i>Project budget</i>	10
4. <i>Project timeline</i>	10
5. <i>Project risks</i>	10
6. <i>Project evaluation</i>	10
7. <i>Project communication</i>	10
8. <i>Project management</i>	10
9. <i>Project reporting</i>	10
10. <i>Project closure</i>	10

\$

Total salaries and wages
Add fringe benefits
Total salaries and wages including fringe benefits

Amount \$

Total supplies and materials

Amount

Total transportation of personnel

\$

Total subsistence

\$

IX. Budget breakdown of summary of estimated costs (continued)

4. Special

(list each item separately)

Amount

\$

Total special

\$

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

Total other

\$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ %

Base \$ _____

Amount

\$

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$

C. Revenues

Amount

\$

Total revenues

\$

Total contributions, grants, and revenues for this project

\$

XI. State Arts Agency notification
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.
Have you done so? Yes No

XII. Certification
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing official(s)
Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____
Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?

2. Have you summarized the project description in the space provided?

3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?

4. Have you provided required detail under Other Support section?

5. Has the application been signed and dated in appropriate places?

6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

**Project Grant Application
National Endowment for the Arts**
Visual Arts Program

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail stop 500), National Endowment for the Arts,
Washington, D.C. 20506

I. Applicant organization
(name and address with zip)

II. Visual Arts Program

Category under which support is requested:

III. Period of support requested

Starting

month day year

Ending

month day year

IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project
(rounded to nearest ten dollars)
\$

A. Direct costs

Salaries and wages

Fringe benefits

Supplies and materials

Travel

Special

Other

Total direct costs

\$

B. Indirect costs

\$

Total project costs

\$

VII. Total amount requested from the National Endowment for the Arts

\$

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$

2. \$

B. Revenues, grants & contributions

1. \$

2. \$

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ Cps \$

Audit report

1 2

A. Direct costs

1. Salaries and wages

1. Salaries and wages

Number of personnel

	% of time devoted to this project
1. <i>Project description</i>	10
2. <i>Project objectives</i>	10
3. <i>Project budget</i>	10
4. <i>Project timeline</i>	10
5. <i>Project risks</i>	10
6. <i>Project evaluation</i>	10
7. <i>Project communication</i>	10
8. <i>Project management</i>	10
9. <i>Project reporting</i>	10
10. <i>Project closure</i>	10

\$

Total salaries and wages
Add fringe benefits
Total salaries and wages including fringe benefits

Amount \$

Total supplies and materials

Transportation of personnel

Total transportation of personnel

Total subsistence

No. of days

Daily rate

\$

IX. Budget breakdown of summary of estimated costs (continued)

4. Special

(list each item separately)

Amount

\$

Total special

\$ _____

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

Total other

\$ _____

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ %

Base \$ _____

Amount

\$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$ _____

C. Revenues

Amount

\$

Total revenues

\$ _____

Total contributions, grants, and revenues for this project

\$ _____

XI. State Arts Agency notification
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? Yes _____ No _____

XII. Certification
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing official(s)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
 2. Have you summarized the project description in the space provided?
 3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
 4. Have you provided required detail under Other Support section?
 5. Has the application been signed and dated in appropriate places?
 6. Have you filed an Assurance of Compliance form?
- A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Project Grant Application
National Endowment for the Arts
Visual Arts Program

Applications must be submitted in triplicate and mailed to the
 Grants Office (Mail stop 500), National Endowment for the Arts,
 Washington, D.C. 20506

I. Applicant organization
 (name and address with zip)

II. Visual Arts Program
 Category under which support is requested:

III. Period of support requested

Starting _____ Ending _____
 month day year month day year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Total costs of project
 (rounded to nearest ten dollars)
 \$ _____

Salaries and wages _____

Fringe benefits _____

Supplies and materials _____

Travel _____

Special _____

Other _____

Total direct costs \$ _____

B. Indirect costs _____ \$ _____

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants & contributions

1. \$ _____

2. \$ _____

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ _____ Cps \$ _____

Audit report

1 2

A. Direct costs

1. Salaries and wages

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount \$
--------------------------------	---------------------	--------------------------------	-----------------------------------	-----------

[illegible]

2. Supplies and materials (list each major type separately)

\$	Total supplies and materials

3. Travel

No. of travelers	from	to	\$ Amount
Total transportation of personnel			\$ _____

Subsistence no. of travelers	No. of days	Daily rate
Total subsistence		\$
Total travel		\$

IX. Budget breakdown of summary of estimated costs (continued)

4. Special

(list each item separately)

Amount
\$

Total special

\$

5. Other

(list each item separately)

This section must be completed on every application.

Amount
\$

Total other

\$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ %

Base \$ _____

Amount
\$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

Amount
\$

2. In-kind contributions (list each major item)

Total contributions

\$

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount
\$

Total grants

\$

C. Revenues

Amount
\$

Total revenues

\$

Total contributions, grants, and revenues for this project

\$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Signature _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____

Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
 2. Have you summarized the project description in the space provided?
 3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
 4. Have you provided required detail under Other Support section?
 5. Has the application been signed and dated in appropriate places?
 6. Have you filed an Assurance of Compliance form?
- A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

**Individual Grant Application
National Endowment for the Arts**

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Visual Arts Program

Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Discipline or medium
	Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year
	Ending month day year

"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts \$_____ allocated as follows:

Time \$_____

Travel \$_____

Materials \$_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education			
Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment			
Employer	Position/Occupation	Salary	
Prizes/Honors received	Membership professional societies		
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant _____ Date _____			

**Individual Grant Application
National Endowment for the Arts**

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail Stop 500) National Endowment for the Arts,
Washington, D.C. 20506

Visual Arts Program

Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Discipline or medium
	Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested
	Starting month day year Ending month day year

"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts \$ _____ allocated as follows:

Time \$ _____ Travel \$ _____ Materials \$ _____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education			
Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment			
Employer	Position/Occupation	Salary	
Prizes/Honors received	Membership professional societies		
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant _____ Date _____			

**Individual Grant Application
National Endowment for the Arts**
Visual Arts Program

Category under which support is requested:

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail Stop 500) National Endowment for the Arts,
Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Discipline or medium
	Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting _____ month day year Ending _____ month day year

"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts \$_____ allocated as follows:

Time \$_____

Travel \$_____

Materials \$_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education			
Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment			
Employer	Position/Occupation	Salary	
Prizes/Honors received	Membership professional societies		
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant _____ Date _____			



**Assurance of Compliance With National Foundation on the Arts and the Humanities
Regulations Under Title VI of the Civil Rights Act of 1964**

_____(hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

(Applicant)

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated _____

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

Crafts Supplementary Information Sheet

Please complete and return this sheet with your application if you are a craftsman or you are applying for a project which involves crafts. (Please type or print clearly.)

Category for which you are applying:

Craftsmen's Fellowship	_____ (JA)	Arts Critics' Fellowship	_____ (JE)
Crafts Workshop	_____ (JB)	Artists, Critics, Photographers	
Craftsmen Apprenticeship	_____ (JC)	and Craftsmen in Residence	_____ (JF)
Crafts Exhibition Aid	_____ (JD)	Services to the Field	_____ (JG)

For Individual Craftsmen only:

Name _____
Last First Middle

Address _____
City State Zip Code

Age _____

My craft is: Utilitarian Non-utilitarian

Medium: Clay Plastic Leather Glass Fiber Metal Wood Other
(check only one)

For Organizations only:

Name of Organization _____

Name of Authorizing Official _____
Last First Middle

Address _____
City State Zip Code

Type of Organization:

School	_____ (J5)	Craft Association	_____ (J7)
Museum	_____ (J6)	Crafts Gallery	_____ (J8)
Art Center	_____ (J6)	Other	_____ (J4) (specify) _____

For Endowment Use Only

FY 78 Code: J4 J5 J6 J7 J8

Privacy Act Notification

Resolution on Accessibility to the Arts for the Handicapped

In compliance with the Privacy Act of 1974, we wish to furnish you with the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 954), authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and for statistical research and analysis of trends. The routine uses for which this information can be used and the purposes of such use are general administration of grant review process, statistical research, congressional oversight, and analysis of trends.

Failure to provide the requested information could result in rejection of your application due to lack of sufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

One of the main goals of the National Endowment for the Arts is to assist in making the arts available to all Americans. The arts are a right, not a privilege. They are central to what our society is and what it can be. The National Council on the Arts believes very strongly that no citizen should be deprived of the beauty and the insights into the human experience that only the arts can impart.

The National Council on the Arts believes that cultural institutions and individual artists could make a significant contribution to the lives of citizens who are physically handicapped. It therefore urges the National Endowment for the Arts to take a leadership role in advocating special provision for the handicapped in cultural facilities and programs.

The Council notes that the Congress of the United States passed in 1968 (P.L. 90-480) legislation that would require all public buildings constructed, leased or financed in whole or in part by the Federal Government to be accessible to handicapped persons. The Council strongly endorses the intent of this legislation

and urges private interests and governments at the state and local levels to take the intent of this legislation into account when building or renovating cultural facilities.

The Council further requests that the National Endowment for the Arts and all of the program areas within the Endowment be mindful of the intent and purposes of this legislation as they formulate their own guidelines and as they review proposals from the field. The Council urges the Endowment to give consideration to all the ways in which the agency can further promote and implement the goal of making cultural facilities and activities accessible to Americans who are physically handicapped. (Adopted by the National Council on the Arts, September 15, 1973.)

The applicant should address the reverse side of this card to himself and identify on the line below the project to which the card refers.

In all future inquiries please refer to your application number which is:

Date _____

Date _____

Name

Last

First

Middle

* Address

City

State

Zip Code

Age

Medium (please be specific)

Name

Last

First

Middle

* Address

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State

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Age

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- ☐ Art Critics' Fellowships
- ☐ Craftsmen's Fellowships
- ☐ Artists' Fellowships
- ☐ Photographers' Fellowships
- ☐ Artists, Critics, Photographers and Craftsmen in Residence
- ☐ Workshops/Alternative Spaces
- ☐ Crafts Workshops
- ☐ Craftsmen Apprenticeship
- ☐ Crafts Exhibition Aid
- ☐ Photography Exhibition Aid
- ☐ Photography Publications
- ☐ Photography Surveys
- ☐ Visual Arts in the Performing Arts
- ☐ Works of Art in Public Places
- ☐ Services to the Field

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